

Casa del Sol

Rules Violation Notice Procedures

Purpose: To provide directions for the completion and distribution of the “Casa del Sol Rules Violation Notice”.

1. Anyone witnessing a violation of the Casa Del Sol Rules and Regulations may complete a “Rules Violation Notice Form.”
2. Forms may be obtained by calling Mann Properties (410-289-6156) or by downloading from the Casa del Sol website (www.casadel-sol-ocmd.com).
3. The form is self-explanatory and only highlights will be covered in this procedure.
4. Failure to complete the following four items will negate the form and no action will be taken.
 - A. Name and Unit Number of the person(s) completing the form.
 - B. Unit Number where violation(s) occurred.
 - C. Date(s) and time(s) of the violation(s).
 - D. Identify the violations observed or heard!
5. Circle the violation(s) that best describes the actions/behaviors witnessed.
6. Add any additional information such as other Unit Owners who witnessed the violation(s), time of violation(s), whether police (410-723-6600) were called, etc., in the “Additional Comments” area.
7. Mail or e-mail the completed form to Mann Properties, keep the pink copy for your records and optionally leave the white copy in the door of the offending unit or mail it to the owner of the offending unit.
8. Upon receipt of the form, Mann Properties will review it to check completeness. If so,
 - A. A copy of the “Rules Violation Notice” will be sent to the Unit Owner(s) of record for the unit where the violation(s) occurred via e-mail (preferred), mail, or fax.
 - B. The Board of Directors will be notified by the next board meeting to determine appropriate action.If form is not complete, it will be returned with a note of explanation.

A VIOLATION NOTICE DOES NOT REQUIRE A WARNING

Last Updated – May, 2012